



DEPARTMENT OF TOXIC SUBSTANCES CONTROL CHEMIST OPEN EXAMINATION



CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS TESTING: Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

WHO MAY APPLY: Persons who meet the "minimum qualifications" as stated below.

NO WRITTEN TEST IS REQUIRED: The entire examination will consist of an oral interview.

HOW TO APPLY: Applications are available at the address below or on the State Personnel Board web site at <http://forms.spb.ca.gov>. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.** Applications may be filed in person or by mail with:

Department of Toxic Substances Control
1001 I Street
P.O. Box 806
Sacramento, CA 95812-0806
(916) 323-2679
TDD (916) 323-3418

SALARY RANGE: A - \$3077 – 3507 B - \$3725 - \$4458 C - \$4261 – 5110

Range A: This range shall apply to incumbents who do not meet the Range B or Range C criteria.

Range B: One year of satisfactory experience in the California state service performing duties comparable to Chemist, Range A; or two years of comparable professional chemistry experience outside of the California state service. Possession of a master's degree in chemistry, biochemistry, toxicology, or a closely related chemistry discipline from a recognized institution will substitute for the required experience.

Range C: Two years of satisfactory experience in the California state service performing duties comparable to a Chemist, Range B; or three years of comparable professional chemistry experience outside of the California state service. Possession of a master's degree in chemistry, biochemistry, toxicology, or a closely related chemistry discipline from a recognized institution may be substituted for one year of experience; or possession of a doctorate in chemistry, biochemistry, toxicology, or a closely related chemistry discipline from a recognized institution may be substituted for two years of the experience.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of Department of Personnel Administration Rule 599.676.

SPECIAL TESTING INFORMATION: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

CROSS FILING INFORMATION: If you meet the entrance requirements for this classification and for the Staff Chemist, you may file for both examinations on the same application.

THE POSITION: The Chemist class is the entry, intermediate and full journey level of the series. Incumbents perform a variety of professional chemistry work within a laboratory, office, or field setting. Under direction, incumbents perform chemical, physical, or biological analyses; prepare standard and reagent solutions and samples for analysis; conduct surveys, investigations, inspections, and studies; draft preliminary reports and routine correspondence; perform basic maintenance of equipment and laboratory instrumentation; answer questions from the public of a routine nature; perform quality control and assurance checks; serve as a technical witness; and do other related work.

Position(s) exist with the Department of Toxic Substances Control in Berkeley and Los Angeles.

TESTING PERIOD INFORMATION: A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure that you meet the education and/or experience requirements stated below. NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applicants must include "to" and "from" dates (month/day/year), time base and civil service/position class title. Applications/resumes received without this information will be rejected. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS - EDUCATION: Either I Possession of a Bachelor's or advanced degree with a major in chemistry, biochemistry, toxicology, or a closely related chemistry discipline from a recognized institution. (Admission to a master's or a closely related scientific discipline shall be considered to meet these education qualifications.) OR II : Possession of a Bachelor's or advanced degree with a major in a scientific discipline from a recognized institution with a total of 18 semester units in general chemistry, quantitative analysis, and organic chemistry with related laboratories. (Two years professional experience performing duties as a chemist, as defined in the scope of this bulletin, may be substituted for the required coursework.) (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of a degree before they can be considered eligible for

appointment.)

CHEMIST
FINAL FILING DATE: CONTINUOUS TESTING
EXAM CODE: 6TW43

BULLETIN RELEASE DATE: JUNE 30, 2006
SCHEMATIC CODE: TG05 CLASS CODE: 8060

EXAMINATION INFORMATION: This examination will consist of a qualifications appraisal interview. In order to obtain a position on the eligible list, a minimum of 70.00% must be attained in the interview. **Qualifications Appraisal Interview – Weighted 100.00%**

SCOPE: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively; relative to job demands, each competitor's:

A. Knowledge of:

1. Fundamentals of organic, inorganic, analytical and physical chemistry and biochemistry.
2. Principles, procedures, instruments, and equipment used in quantitative and qualitative analyses.
3. Quality control and assurance.
4. Toxic and physical effects of compounds and substances.
5. Applicable laws, rules, or regulations.
6. Statistics, report writing, and research methods and procedures.
7. Personal computer and related office and instrument software.

B. Ability to:

1. Communicate effectively.
2. Perform accurate chemical analyses following standard to complex methods.
3. Set up, adjust, calibrate, trouble-shoot, and maintain instruments.
4. Analyze and interpret test information.
5. Use, modify, or develop analytical procedures for specific needs.
6. Prepare and present evidence in court.
7. Testify as a witness.
8. Participate in research studies.
9. Prepare reports and papers for presentation or publication.
10. Analyze situations accurately and take effective action.
11. Maintain accurate records.
12. Inspect laboratories and make recommendations.
13. Use a personal computer and related office and instrument software.
14. Learn, interpret, and apply applicable laws, rules, and regulations.
15. Select and modify the most complex instruments and other equipment.

VETERANS PREFERENCE CREDITS: will not be granted in this examination since it does not qualify as an entrance examination under the law.

CAREER CREDITS: are not granted in open examinations.

ELIGIBLE LIST INFORMATION: A 24 month eligible list will be established for the Department of Toxic Substances Control. Names of successful competitors are merged into the open list established for use by the Department of Toxic Substances Control in order of final scores regardless of testing date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Toxic Substances Control three days prior to the written test date if they have not received their notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Toxic Substances Control three weeks after the final filing date if they have not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the Department of Toxic Substances Control and the State Personnel Board's Web-site at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of others who take this examination and all candidates who pass will be ranked according to their scores.

The Department of Toxic Substances Control reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified. To find out more about the Department of Toxic Substances Control, connect to our Web-site at <http://www.dtscc.ca.gov>.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Berkeley, Clovis, Cypress, Glendale, Sacramento and San Diego. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference points in **open entrance and open nonpromotional examinations**. Credit in open examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: Five points for veterans; and 10 points for disabled veterans. Veteran's preference credits will be added to the final score of those competitor's who are successful in this examination, and who qualify for, and have requested these points. Due to the changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS**. Directions for applying for veterans preference are on the Veterans Preference Application form (Form 1093) which is available from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veteran's Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis. TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Telephone Service for the Deaf or Hearing Impaired: From TDD phones: 1-800-735-2929 From Voice Telephones: 1-800-735-2922